

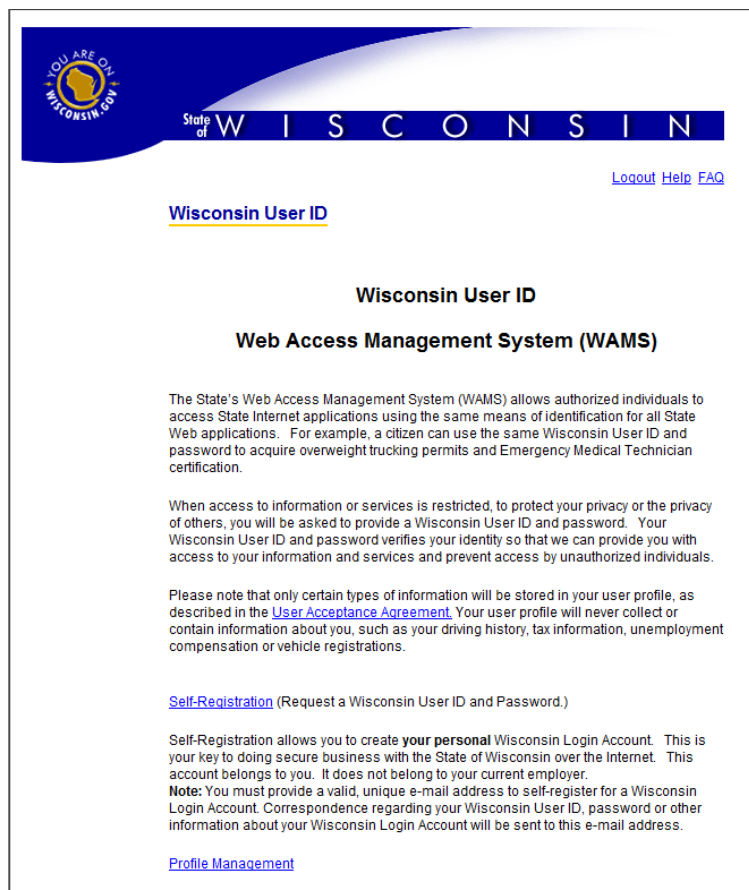
Maintaining Independent Living Contractors In eWiSACWIS


Setting Up New Workers:

1. (*IL Worker*) Register for a State of Wisconsin log in by visiting <https://on.wisconsin.gov/WAMS/home> and clicking on “Self-Registration”.

Registration consists of two parts – registration and verification. First, you will be prompted to create a user name and password, as well as supply basic contact information. It is very important that you use your agency email address during the account registration. After completing the initial registration you will need to verify your e-mail address by clicking on the link in an automated e-mail from WAMS sent to the e-mail address you entered. Your log in account is not active or useable until you click the link to verify your email address. You must click that verification link within 4 days of beginning the registration process or you will have to start over again from the beginning.

This account belongs to you. Do NOT share your user name, password, or the answer to your secret question with anyone. You are liable for all activity conducted with your log in account. You can change your password at any time by revisiting the WAMS site and clicking on “Profile Management”.



 State of WISCONSIN

[Logout](#) [Help](#) [FAQ](#)

Wisconsin User ID

Wisconsin User ID

Web Access Management System (WAMS)

The State's Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.

When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.

[Self-Registration](#) (Request a Wisconsin User ID and Password.)

Self-Registration allows you to create **your personal** Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

[Profile Management](#)

2. (*IL Worker*) You must print and sign an eWiSACWIS user agreement and provide that agreement to your supervisor (IL Regional Supervisor). This agreement is available on our website at: <https://dcf.wisconsin.gov/files/forms/pdf/2275.pdf>
3. (*IL Supervisor*) Create the new worker in eWiSACWIS. The Maintain Worker Record User Guide is available for more information on how to maintain workers. The final worker record should look similar to:

Worker

Name: [Worker_IL \(9583353\)](#) County: State Employee ID: [Search](#)

Basic **Worker Security**

Current Position Information

Start Date: 12/08/2015 End Date: 00/00/0000 CAPTA Maltreatment Review Coordinator? ☐ Yes ☒ No
 Independent Living Coordinator? ☒ Yes ☐ No
 Status: Active Supervisor Name: Andrew Eastman [Search](#) ☐ Medicaid Rep

Worker Type

☐ County
☐ State
☒ Vendor

Contact Information

Phone: (608)111-2222 Ext: Cell: Fax: Email: ILWorker@wisconsin.gov

Location

Employing Entity: CONTRACT VENDOR County/State: State Site/Office: IL - Region 6 Unit: Independent Living

Worker Role

Type:	Primary Function:	Start Date:	End Date:	DCF 43 Required
Case Aide <input type="button" value="v"/>	NA <input type="button" value="v"/>	12/08/2015	00/00/0000	<input type="checkbox"/>

[Insert](#) [Save](#) [Close](#)

- Start Date = date authorized to access the system
- Status = Active
- CAPTA Maltreatment Review Coordinator = No
- Independent Living Coordinator = Yes
- Supervisor = Regional IL Supervisor (or State IL Coordinator for Regional IL Coordinators)
- Worker Type = Vendor
- Employing Entity = Contract Vendor
- County/State = State
- Site/Office = *choose correct IL region*
- Unit = Independent Living
- Worker Role Type = Case Aide
- Primary Function = NA
- Start Date = same date as authorized to access the system

Make sure to save the new worker record and select “Yes” when warned that saving the request will submit a request to the security delegate.

4. *(IL Supervisor)* Once you have set the new worker up in the system, send an e-mail to the Chris Lenske (State IL Coordinator) – Christine.Lenske@wisconsin.gov and Andrew Eastman (eWiSACWIS IL Lead) – AndrewO.Eastman@wisconsin.gov to request access for the new worker. Attach a copy of the user agreement signed by the new worker to the email.
5. *(State IL Coordinator)* Verify that the agency agreement allows for the additional worker to be added and make any necessary changes. Save the user agreement for the new worker to the agreement file for the IL region. If the new worker is approved, forward your approval to the eWiSACWIS Program Team IL Lead.
6. *(eWiSACWIS Program Team IL Lead)* Upon receipt of approval of the new worker from the State IL Coordinator, grant security access to the new worker. Granting security access will send an automated e-mail to the new worker letting them know that their account is now active and available for use.

Removing Workers:

1. *(IL Supervisor)* Enter an end date for the worker in eWiSACWIS. See the Maintain Worker Record User Guide for more information on how to remove workers. Make sure to save your request and select “Yes” when warned that saving the request will submit a request to the security delegate.
2. *(eWiSACWIS Program Team IL Lead)* Review the pending security request and approve the request.

Updating Worker Information (name/phone/email changes):

3. *(IL Supervisor)* Access the Maintain Worker screen in eWiSACWIS and make any needed updates. The Maintain Worker Record User Guide is available for more information on how to maintain workers. Make sure to save the page once all changes have been made. No further actions are necessary.